

10 APR 1980

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

FROM:

Chief, Records & Services Branch, EO/OL

SUBJECT: Strategic Planning

REFERENCE: Memo dtd 18 Mar 80 to Mult Adses fm
D/L, same subject (OL 0 1147)

1. In response to your request for identification of goals and objectives for the next five years, the following four goals have been identified with relevant objectives for accomplishment:

Goal #1: Devise a record system for OL's retired files.

Objective: Provide OL divisions and staffs with computer printouts and destruction dates on their respective retired files.

Discussion: At the present time, no system exists to inform OL divisions and staffs of the status of their material once it is sent to the Records Center. When material is initially retired, a typed or hand-written shelf list is forwarded to the Records Center with the material. When the shelf list is inputted into the computer, the printout is issued to the OL/RMO. In the past, OL divisions and staffs have not been provided the computer printouts of their material. They also have not been provided any documentation concerning the destruction of their documents. A system to provide this information to offices who have retired records would give each office the necessary information they need when searching for records, i.e., was a document destroyed? Basically, it would slightly decentralize the recordkeeping of retired records by giving each office the necessary information they need to function, but still retaining the management function of these retired records in Records & Services Branch.

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Goal #2: Conduct an information handling study of OL.

Objective: To provide OL with a more efficient system for handling information.

Discussion: Issues that could be reviewed range from equipment (word processors, copiers, safes) and document control to perhaps a typing pool in view of the clerical shortage.

Goal #3: Automate document control of OL correspondence.

Objective: Provide OL with a computerized system for document control.

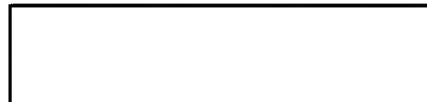
Discussion: Terminals have been budgeted for FY 82 for several additional locations in OL, one of which will be in OL Registry. With instructions from Records Management Division, DDA, who are currently working on CARS (Common-Use Automated Registry System) and assistance from Systems Analysis Branch, OL, development of an automated document control system is planned for OL Registry circa 1982-83.

Goal #4: Assume control of APEX documents.

Objective: Provide OL with centralized point for control of APEX and Top Secret documents.

Discussion: Control of codeword documents is presently with Security Staff, OL. In view of the evolution of the APEX system for controlling all codeword documents under one umbrella for the Intelligence Community, OL's control point will be moved from Security Staff to Records and Services Branch. A new system will be set up to control APEX documents - expected to become operational late 1980.

2. If you have any questions regarding the goals and objectives listed above, please contact me.



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